

TITLE: LIBRARY ASSISTANT I (temporary)
LEVEL: \$10.68hr 12 hours per week
DEPARTMENT: NEW BEDFORD FREE PUBLIC LIBRARY

FUNCTION: Assists in the daily operations of the Circulation Desk, monitors the borrowing of materials and performs related public service duties as required. **Must be available some nights and Saturdays.**

SUPERVISION RECEIVED: Works under the general supervision of the Circulation Supervisor or Branch Manager.

SUPERVISION EXERCISED: None.

DUTIES: Provides courteous public service at the circulation desk by responding promptly to patron requests according to established procedures. Promotes library service to the community by assisting in the planning and implementation of library programs. Makes the library collection accessible by following established circulation and cataloging procedures.

Contributes to the smooth operation of daily functions by completing assigned projects without ongoing supervision, and observing all policies as outlined in the staff and circulation manuals.

Strives to maintain harmonious working relationships by collaborating with co-workers, using courteous language and avoiding discussion of personal or staff issues in public areas.

This position performs a variety of clerical duties, which include: assistance in opening and closing department; typing and filing; assisting in maintaining appropriate security on ground floor when reporting inappropriate patrons' behavior to Librarian. May assist in collecting, recording and transferring all monies (cash or checks, in person or by mail) coming in, ordering supplies and calling repair services when necessary.

Prepares and checks materials being loaned; checks in materials and packs materials to be sent via the carriers. Distributes mail to appropriate departments.

QUALIFICATIONS: High school diploma or GED required. Two years of college or appropriate public library experience with an automated library system preferred. Individual must possess working knowledge of library principles, methods and procedures; good communication skills with the ability to deal tactfully with others; attentive to detail, good judgment, good physical condition, ability to type at least twenty words per minute. Contributes to the smooth operation of daily functions by completing assigned projects without ongoing supervision. Establishes and maintains harmonious working relationships with others.

SPECIAL REQUIREMENTS: Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

TOOLS AND EQUIPMENT USED: Library computer system, personal computer, printer, calculator, telephone, fax and copy machines.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Hand/eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms. The employee is regularly required to stand or walk.

The employee must occasionally lift and/or move up to ten pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview and reference check; job-related tests may be required.

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